

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

**NOTE:** This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|----------------------------------------------------------------------------------------|
| Chapter<br><b>2</b>                                                                                                                                                                                                                                                                                                         | Number<br><b>8</b> | Effective Date<br><b>03/17/10</b> | Review Date<br><b>2013</b>                                                             |
| Subject<br><b>ADMINISTRATIVE REPORTING SYSTEM</b>                                                                                                                                                                                                                                                                           |                    |                                   | <input checked="" type="checkbox"/> New Order<br><br><input type="checkbox"/> Replaces |
| References<br>CALEA 11.4.1a, 11.4.1b, 11.4.1c, 11.4.1d, 11.4.1e                                                                                                                                                                                                                                                             |                    |                                   |                                                                                        |
| <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><br/>_____<br/><b>Chief of Police or Designee</b></div><div style="text-align: center;"><b>03/17/10</b><br/>_____<br/><b>Date</b></div></div> |                    |                                   |                                                                                        |

**I. PURPOSE**

The purpose of this directive is to establish a reporting system which provides a continuous and accurate flow of information to be used in management decision making and problem solving.

**II. POLICY**

It is the policy of the Richmond Police Department to encourage and support the exchange of information for the purpose of coordinating activities, increasing departmental awareness of problem areas and formulating solutions to those problems. Exchange of information includes both written and oral communications with the community and within the Department to include, but not limited to, daily noteworthies, administrative reports, e-mail, weekly/bi-weekly reports, quarterly reports and annual reports.

**III. ACCOUNTABILITY STATEMENT**

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

**IV. DEFINITIONS**

For reporting purposes, personnel should adhere to a calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>.

A. **ANNUALLY** – Occurring once a year.

- B. BIENNIALY – Occurring every two years.
- C. BI-WEEKLY – Occurring twice a month.
- D. QUARTERLY – Occurring once each quarter or every 3 months.
- E. SEMI-ANNUALLY – Occurring every half year or twice a year.
- F. TRIENNIALY – Occurring every three years.

V. PROCEDURE

A. Daily Noteworthy Reports:

Daily noteworthy reports summarize significant occurrences during the previous 24 hour period. This report keeps personnel informed of major crimes, accidents, arrests and other activities that may influence the day-to-day operations of the Department. Noteworthy reports are generated by Watch Commanders or designees, sent out at 0600 hours to those employees in the 'Police-Noteworthy' distribution group and are available to Department personnel through the Watch Commanders.

B. Weekly/Bi-Weekly Reports:

Weekly and bi-weekly meetings are held to discuss new programs, problem areas, provide the opportunity for discussion at the Command Staff level (Chief of Police, Assistant Chief, Majors, Captains and civilian managers or designees), and the presentation of commendations to officers, civilian employees and community members for exceptional service to the Department and the community. Precinct Commanders and/or designees make presentations, with assistance from reports generated and prepared by the Crime Analysis Unit, to Command Staff personnel on applicable crime statistics and progress in their assigned area.

C. Quarterly Reports:

Quarterly reports are prepared each quarter by Division Commanders, Majors and civilian managers. Quarterly reports provide Division Commanders and the Chief of Police with an account of departmental activities and recommendations for reallocation and distribution of manpower and resources. Reports highlight achievements or problems and report on goals and objectives. Quarterly reports are submitted to the Assistant Chief of Police and the Planning Division and are maintained by the Planning Division. Quarterly reports are due by the 10th of the month following each quarter, unless the Chief of Police or his designee authorizes an extension, and are available to Command Staff members upon request to the Planning Division.

D. Annual Report:

The annual report is a summary of concerns, issues, activities and comparative data and statistics reflecting the extent to which the Department has accomplished its mission. It includes the final report on progress toward meeting the annual goals and objectives from each component. The purpose of the annual report is to reflect back on the Department's activities and achievements and make required

adjustments as needed to ensure that the Department's direction and purpose is communicated to all concerned to meet the Department's objectives. This report is prepared by the Planning Division and is available to all personnel on the Department's server.

E. Crime Analysis Reports:

Crime Analysts prepare and distribute special reports as assigned when needs arise. Information available to Department personnel, depending on the purpose of the report include the following: type of crime, the frequency by type of crime, geographic factors, temporal factors, victim and target descriptors, suspect descriptors, suspect vehicle descriptors, modus operandi factors, physical evidence information, etc. Crime analysis reports include, but are not limited to, the following:

1. FYI Reports;
2. Bulletins; and,
3. Special Reports.

VI. REPORTING CHART

| Policy      | CALEA / VLEPSC            | Action    | Description                                                       | Command                                 | Frequency      | Distribution     |
|-------------|---------------------------|-----------|-------------------------------------------------------------------|-----------------------------------------|----------------|------------------|
| 7-22        | CALEA 84.1.6<br>ADM 16.03 | Inventory | Inventory all evidence and property when new custodian takes over | Property and Evidence                   | Change of OIC  | Chief of Police  |
| 3-12        | CALEA 84.1.6<br>ADM 16.03 | Inventory | Property and Evidence Control                                     | Property and Evidence                   | Quarterly      | Chain of Command |
| 3-12        | CALEA 84.1.6<br>ADM 16.03 | Inventory | Unannounced inspections of Property and Evidence storage          | Internal Affairs Division               | Semi-Annually  | Chain of Command |
| 3-12<br>3-8 |                           | Inventory | Audit and Inspection of Property and Evidence Inventory           | Internal Affairs Division/P&E personnel | Annually       | Chain of Command |
| 3-12        | CALEA 84.1.7<br>ADM.16.04 | Inventory | Destruction of Evidence after 6 months                            | Property and Evidence                   | Every 6 months | Chain of Command |
|             |                           | Report    | Conduct reconciliations of Asset Forfeiture accounts              | Property and Evidence                   | Monthly        | Chain of Command |

| <b>Policy</b> | <b>CALEA / VLEPSC</b>     | <b>Action</b> | <b>Description</b>                                                                             | <b>Command</b>                 | <b>Frequency</b> | <b>Distribution</b>                                                                   |
|---------------|---------------------------|---------------|------------------------------------------------------------------------------------------------|--------------------------------|------------------|---------------------------------------------------------------------------------------|
|               |                           | Report        | Conduct reconciliations of Police Fleet database to City Fleet database                        | Property and Evidence          | Quarterly        | Chain of Command, City Fleet Division                                                 |
|               |                           | Report        | Firearms disposal                                                                              | Property and Evidence          | Annually         | Chain of Command, General Counsel, Commonwealth's Attorney's Office, Internal Affairs |
|               | CALEA 46.1.8<br>ADM.19.03 | Inspection    | Inspect specialized equipment for operational readiness                                        | Specialized Equipment Managers | Quarterly        | Chain of Command                                                                      |
|               |                           | Report        | Civilian Employee Strength Report                                                              | HR                             | Weekly           | Chief of Police, Command Staff                                                        |
| 2-8           | CALEA 11.4.1              | Report        | COBRA Reports                                                                                  | Crime Analysis                 | Weekly           | Chief of Police, Command Staff, Supervisors                                           |
| 1-5           | CALEA 1.3.6<br>ADM 05.03  | Report        | PD-35 Use of Force Report                                                                      | All Commands                   | Incident         | Chain of Command                                                                      |
| 1-8           | CALEA 1.3.7<br>ADM.05.03  | Report        | Review of PD-35, Use of Force, and PD-35A, O.C. Spray/Medical Services Rendered Report Reports | OIC, Training Academy          | Annually         | Chain of Command                                                                      |
| 1-8           | CALEA 1.3.7<br>ADM.05.03  | Report        | O.C. usage (individual canister and Fogger)                                                    | Internal Affairs Division      | Quarterly        | Chief of Police                                                                       |
|               |                           | Report        | Policy Status Report                                                                           | Planning Division              | Weekly           | Command Staff, CALEA, Planning Division                                               |
| 2-6           | CALEA 12.1.2<br>ADM.07.02 | Report        | Noteworthy and Unusual Events Report                                                           | Watch Commanders               | Daily            | Chief of Police, Command Staff, Email Distribution List                               |
|               | CALEA 46.1.4<br>OPR.05.01 | Report        | After Action Reports                                                                           | All Commands                   | Incident         | Chain of Command                                                                      |
|               | CALEA 11.5.1<br>ADM.04.01 | Report        | Goals and Objectives                                                                           | Planning Division              | Annually         | All employees                                                                         |

| <b>Policy</b> | <b>CALEA / VLEPSC</b>     | <b>Action</b> | <b>Description</b>                                            | <b>Command</b>                       | <b>Frequency</b>                              | <b>Distribution</b>                                                        |
|---------------|---------------------------|---------------|---------------------------------------------------------------|--------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------|
|               | CALEA 17.4.1<br>ADM.15.02 | Report        | Budget Management                                             | Financial Management                 | Monthly                                       | Chain of Command                                                           |
| 3-2           | CALEA 17.4.2<br>ADM.15.03 | Report        | Maintenance of Cash Funds                                     | Internal Affairs Division            | Quarterly                                     | Chain of Command, Command Staff                                            |
| 5-8           | CALEA 35.1.5<br>PER.06.01 | Report        | Performance Evaluations                                       | All OICs                             | Annually                                      | Employee, Supervisor, OIC                                                  |
| 5-8           | CALEA 35.1.3<br>PER.06.01 | Report        | Performance Evaluations – Probationary Sworn & Civilian       | All OICs                             | Quarterly                                     | Employee, Supervisor, OIC                                                  |
| 1-7           | CALEA 1.3.11<br>ADM.06.01 | Record        | Qualify with all firearms authorized for use                  | Training Division                    | Annually                                      | Maintained by the Training Division                                        |
| 1-9           | CALEA 1.3.6<br>ADM.05.03  | Report        | Firearm Discharge and Firearm Assault Report (PD-10)          | Involved Personnel and/or Supervisor | Incident                                      | Chain of Command, Internal Affairs Division, Chief of Police               |
| 1-7           | CALEA 1.3.11<br>ADM.06.01 | Record        | Refresher Training on less lethal weapons                     | Training Division                    | Every 2 years                                 | Employee, Supervisor, OIC, Command Staff                                   |
| 1-7           |                           | Log           | TASER discharge log audit                                     | OIC of the SWAT Team or designee     | Annually                                      | Internal Affairs Division                                                  |
| 7-22          | CALEA 53.1.1<br>ADM.19.01 | Report        | Line inspections                                              | Sgts/OICs or designee                | Daily, Weekly, Monthly, Quarterly or Annually | Supervisor, OIC, Command Staff, Chief of Staff, Chief of Police            |
| 7-22          | CALEA 53.2.1<br>ADM.19.02 | Report        | Staff inspections                                             | Internal Affairs Division            | As Announced                                  | Supervisor, OIC, Command Staff, Internal Affairs Division, Chief of Police |
|               | CALEA 81.3.2<br>ADM.24.10 | Report        | Scheduled and routine testing of alternate electricity source | DEC                                  | Monthly                                       | Chain of Command                                                           |
|               | CALEA 52.1.5<br>ADM.18.05 | Report        | Internal Affairs Investigations Statistical Summary           | Internal Affairs Division            | Annually                                      | Chain of Command, Command Staff                                            |
| 6-2           |                           | Report        | Incident Based Report                                         | Personnel                            | Incident                                      | Chain of Command                                                           |

| <b>Policy</b> | <b>CALEA / VLEPSC</b>     | <b>Action</b> | <b>Description</b>                                                                                                               | <b>Command</b>                                                                                                                 | <b>Frequency</b> | <b>Distribution</b>                                                                   |
|---------------|---------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| 3-1           | CALEA 17.3.1<br>ADM.15.01 | Report        | Programmatic Grant Report                                                                                                        | Budget and Grants Supervisor                                                                                                   | Monthly          | Budget and Grants Supervisor                                                          |
| 3-1           | CALEA 17.4.2<br>ADM.15.03 | Report        | Audit of petty cash, cash funds, documentation of cash, cash expenditures, etc.                                                  | Grants and Special Funds Unit                                                                                                  | Quarterly        | Chain of Command, Planning Division                                                   |
| 1-16          | CALEA 25.1.3              | Report        | Analysis of filed grievances                                                                                                     | Human Resources Division Chief                                                                                                 | Annually         | CALEA, Chief of Police                                                                |
| 3-7           | CALEA 17.5.3<br>PER.10.02 | Report        | Maintenance inspection and testing of AED machines                                                                               | Occupational Health and Safety Specialist (Safety Officer) and OIC of each Precinct/Unit/Division or designee with AED machine | Quarterly        | OIC of each Precinct/Unit/Division or designee with AED machine and Planning Division |
| 1-17          | CALEA 26.1.4<br>PER.09.02 | Report        | Disciplinary actions, including those brought before the DRB, to ensure consistent and fair discipline throughout the Department | Disciplinary Review Officer (DRO)                                                                                              | Annually         | Chain of Command, Chief of Police                                                     |
| 2-2           | CALEA 16.1.1              | Report        | Written assessment of the staffing levels to determine if the assigned personnel in each unit are appropriate                    | Division OICs                                                                                                                  | Biennially       | Chain of Command, HR Division Chief, Chief of Police                                  |
| 2-2           | CALEA 16.2.1              | Report        | Documented review of each specialized assignment for the purpose of determining whether it shall be continued                    | Chief of Police or designee                                                                                                    | Annually         | CALEA, Chief of Police                                                                |

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|---------------|-----------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|----------------------------------------------------|
| 3-3           |                       | Report        | Record and maintain an individual record of inventory for each officer's usage of Uniforms and Equipment                             | Quartermaster                               | On-going                | Chain of Command, Financial Management Division    |
| 3-8           |                       | Report        | Police Vehicle Maintenance/ Inspection Report to include verification and documentation of the gas card within the assigned vehicle. | Assigned personnel                          | Weekly                  | Supervisor, Chain of Command                       |
| 3-8           |                       | Report        | Log sheet report of spare gas cards issued to personnel                                                                              | OIC of the Warrant and Information Desk     | Weekly                  | OIC, Financial Management Division                 |
|               |                       | Report        | Employee leave audits                                                                                                                | Supervisors                                 | Quarterly               | Payroll                                            |
| 4-9           |                       | Report        | List of all personnel who have had their police powers restricted or withdrawn                                                       | Personnel and Recruitment Division          | Monthly                 | Command Staff                                      |
| 5-1           |                       | Report        | Promotion and Reassignment of Personnel                                                                                              | Personnel and Recruitment Division          | Weekly, when applicable | All personnel                                      |
| 1-7           |                       | Report        | Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report (PD-144B)                                                | Inspecting Supervisor                       | Bi-Weekly, Monthly      | Chain of Command, Training Division's Range Master |
|               |                       | Report        | Computer Aided Dispatch (CAD) reports                                                                                                | DEC                                         | Weekly                  | Chain of Command, Command Staff                    |
|               |                       | Report        | Sector Focus Reports                                                                                                                 | OIC of Precincts and Sector Representatives | Bi-Weekly               | Command Staff, Senior Command, Chief of Police     |

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|---------------|-----------------------|---------------|--------------------------------------------------------------|--------------------------|-------------------------|-------------------------|
|               | ADM.20.02             | Report        | Annual Report                                                | Planning Division        | Annually                | All personnel           |
|               | CALEA 15.1.3          | Report        | Multi-Year Plan                                              | Planning Division        | Triennially             | All personnel           |
|               | CALEA 1.2.9           | Report        | Bias-Based Policing Review                                   | OIC of IAD or designee   | Annually                | Chain of Command, CALEA |
|               | CALEA 55.1.2          | Report        | Victim/Witness Assessment                                    | Major Crimes             | Triennially             | Chain of Command, CALEA |
|               | CALEA 45.2.2          | Report        | Community, Youth and Intervention Services (CYIS) Assessment | OIC of CYIS or designee  | Annually                | Chain of Command, CALEA |
|               | CALEA 45.2.5          | Report        | CYIS Survey Results                                          | OIC of CYIS or designee  | Periodically, as needed | Chain of Command, CALEA |
| 6-6           | CALEA 1.3.13          | Report        | Pursuit Analysis                                             | General Counsel's Office | Annually                | Chain of Command, CALEA |